

# SHOW

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with Host Name  
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# How To Use Canva Templates

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### Ad Package 2

- One Minute Mid-Roll Ad
- Host Read
- Across four episodes
- One newsletter promotion
- Ad in show notes on website

\$000.00

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- Host Read
- Across one season
- Monthly newsletter promotion
- Ad in show notes on website

\$000.00

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- Host Read
- Across four episodes
- One newsletter promotion
- Ad in show notes on website

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### Ad Package

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- Host Read
- Across four episodes
- One newsletter promotion
- Ad in show notes on website

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## 1. Access Your Templates

- a. Save your template links purchased from HC. They were provided after checkout in a PDF download, and you should have an email with the PDF. Check your spam if you don't see it in your inbox.

## 2. Open Templates In Canva

- a. Go to [canva.com](https://canva.com). Login or create your free account.
- b. All templates can be edited using a free account.
- c. Once you're logged into Canva, click on your template link in your email or wherever you saved them. The link will take you to the template.

## 3. Edit A Template

- a. Duplicate the post you want to edit. Keep the original designs so you can duplicate them for future edits.
- b. To duplicate just click the duplicate button right next to the "lock icon" in the top right corner of the design. 
- c. Edit your background color, fonts, and anything you want!

## 4. Download Your Design

- a. To export, click SHARE in the top right-hand corner. You'll see the SHARE button when your design is open in Canva. Next, click DOWNLOAD. Select your file type: PDF to download. Lastly, under download, select the design you want to download.

# Quick Canva Support Links



## **Adding and editing text - Canva Help Center**

From the Text tab on the editor panel, add text or use the search bar to look for font styles. You can also choose from our font combination templates.



## **Downloading, saving, and sharing - Canva Help Center**

Includes downloading or saving to your computer or



## **Setting up and using Brand Kit color palettes - Canva Help Center**

From your team's Brand Kit, select the + tile under Brand colors to add colors to palettes. Select existing



## **Adding a background - Canva Help Center**

Open the Background tab on the editor panel to change your design backgrounds from solid colors, gradients, images, and even videos.



## **Using frames and cropping images into a shape - Canva Help Center**

After adding a frame to your design, drag images or videos to it to snap them in the frame. You can also fill



## **Changing element color - Canva Help Center**

To change an element's color, click or tap on it and select the color tile on the editor toolbar.